



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE & INSURANCE
Division of Fire Prevention
Codes Enforcement Section
500 James Robertson Parkway
Third Floor Davy Crockett Tower
Nashville, TN 37243-1162
Phone: 615-741-7190 Fax: 615-253-3267
<http://www.state.tn.us/commerce/sfm/fpcesect.html>

PLAN/DOCUMENT SUBMITTAL COVER LETTER
(This Cover Letter **MUST** be Included with **ALL** Submittals to this office)

DATE: _____

TFM # (IF ONE HAS BEEN ASSIGNED): _____

ORIGINAL: ☐ RESUBMITTAL: ☐

PROJECT NAME: _____

PHYSICAL ADDRESS OF PROJECT: _____

PLANS REVIEWER (IF KNOWN): _____

PERSON/FIRM SUBMITTING DOCUMENTS: _____

ADDRESS: _____

PHONE NUMBER: _____

DOCUMENTS BEING SUBMITTED:

Construction Plans (Two Sealed Copies): ☐

Specification Manual (One Sealed Copy): ☐

Sprinkler Shop Drawings (Two Copies Signed and Dated by the RME, and Reviewed and Stamped by the Engineer of Record): ☐

Hood & Duct Shop Drawings (Two Copies Reviewed and Stamped by the Engineer of Record): ☐

Pre-Engineered Metal Building Shop Drawings (Two Copies Sealed by a Structural Engineer): ☐

Addenda/Architectural Supplemental Instruction (ASI)/Change Order, Etc (Two Sealed Copies): ☐

Other: ☐ _____

Fee: ☐ Amount: ☐

IN-1675

08/09/2007